

6 December 1977

D/ODP - *Ady*

MEMORANDUM FOR THE RECORD

STATINTL

FROM : [REDACTED]  
Executive Officer, ODP

SUBJECT: Working Group Meeting on Indices to CIA Information Released to the Public, 5 December 1977

1. I attended the subject meeting in response to attached memorandum from [REDACTED]. Other related references are also attached. Also present were [REDACTED]

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2. It was agreed that the Working Group was supposed to identify and describe existing indices to CIA information released to the public. The known systems were assigned to various representatives present to document their capabilities, purpose, status, and expected operational date. I received no assignment.

3. The next meeting was scheduled for 11 December in 1F-04 at 1530 hours to discuss initial reports. Due date for a final report on existing systems is 15 December 1977.

STATINTL

[REDACTED]

Att: a/s

cc: DD/A/ODP  
DD/P/ODP  
C/MS/ODP

30 November 1977

MEMORANDUM FOR: Members of Information Release Working Group  
and Resources Group

SUBJECT: Line of March

REFERENCE: DDA Memo dated 8 November 1977, Subject: Establishment  
of an Agency Working Group to Study Release of CIA  
Information to the Public. (ER 77-4487/2)

1. At our meeting on 21 November, it was agreed that we should first address tasks a, b, c and f in paragraph three of reference. Before responding to the questions posed in tasks a, c and f, it is necessary to review our experience to date in the release of information with a view to considering whether and what additional action might be taken to sensitize Agency personnel involved in the information review process in order to alert any review mechanism to material with "flap" potential. For this purpose I am asking the following members to compose a sub-committee to prepare a working paper for the Group's consideration.

STATINTL

2. In order to address task b, it is clear that the Group needs a definitive statement of the capabilities and purposes of existing centralized indices. It is recognized that some indices are still being constructed, in which cases the statement should describe both their current status and their potential with an indication of the time when they will be fully operational. It is requested that a sub-committee composed of the following members provide this report.

STATINTL

3. If possible, we should strive to have reports prepared for the consideration of the full Group by 15 December.

STATINTL

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STATINTL

Chairman, Working Group

*100*  
*100*  
77-4487/3

14 November 1977

MEMORANDUM FOR: Director of the National Foreign Assessment  
Center  
Deputy Director for Operations  
Deputy Director for Science and Technology  
Acting Deputy Director for Administration  
General Counsel  
Legislative Counsel  
Inspector General  
Assistant to the DCI for Public Affairs

FROM: John F. Blake  
Acting Deputy Director of  
Central Intelligence

SUBJECT: Release of Information to the Public

1. There is a growing need for the Agency to continue to grapple with the subject of this memorandum.

2. I have asked Mr. Malanick to address this issue and give me his recommendations as to how best to proceed. His thoughts are reflected in the attached memo to me of 8 November.

3. While I do not particularly like suggesting names who should represent addressees on study groups, I believe it is in order on this particular matter to identify people for your consideration who have experience and expertise in the matter. Accordingly, I ask for your agreement to have the list of names participate in the roles defined in paragraph 4 of the memorandum. Upon receipt of your concurrences, I will

STATINTL ask [REDACTED] to convene the first session.

STATINTL to [REDACTED] 4. Would you please indicate your concurrence by a telephone call  
[REDACTED] of my office on extension [REDACTED]

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STATINTL

[REDACTED]  
John F. Blake

Att:

Memo dtd 8 Nov 77 to ADDCI fr ADDA,  
subj: Establishment of an Agency  
Working Group to Study Release of CIA  
Information to the Public (ER 77-4487/2)

ADDCI:JFBlake:kmg (14 Nov 77)

Distribution:

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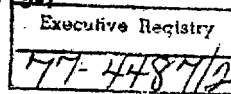
Xcy - Each additional addressee

1 - ADDCI

1 - SA/ADDCI ( [REDACTED] )

~~1~~ - ER

STATINTL



DDA 77-5884

8 NOV 1977

MEMORANDUM FOR: Acting Deputy Director of Central Intelligence

FROM : Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT : Establishment of an Agency Working Group to Study  
Release of CIA Information to the Public

1. The Inspector General's report of June 1977, titled THE OFFICIAL RELEASE OF CIA INFORMATION TO THE PUBLIC, deals with and makes recommendations on a rather wide ranging number of problems related to the release of information to the public. I believe that some of the comments and recommendations contained therein are extremely valid and feel, therefore, that an Agency working group should be formed at once to study this extremely complex problem and make recommendations to the EAG on what actions should be taken.

2. As I view it, the basic objective of this working group should be to:

Develop an overall Agency policy which deals with the release of information to the public and the means by which this policy will be implemented and enforced.

3. In developing this policy, I recommend that the working group carefully address, but in no way be limited to, the following items:

a. Determine the feasibility of establishing a centralized group of senior persons from each of the Directorates, NFAC, and the Office of the DCI to review information proposed for release to the public and, if feasible, its location in the Agency's organization.

b. Determine the feasibility of developing and implementing a centralized index of all material that has been released to the public.

c. Determine what steps should be taken to minimize future "flaps" in the release of information and determine if a "post-mortem" system should be established.

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d. Determine the advisability of developing an official definition of sources and methods.

e. Study existing classification/declassification guidelines and determine the feasibility of developing a unified set for the Agency.

f. Determine what type of training and instruction is necessary to aid Agency personnel in the proper classification and declassification of material.

4. In order to keep this working group as productive as possible, I recommend that it not be representative of the entire Agency but that it should be made up of representatives from those Agency organizations which account for the majority of information being released to the public. As a result, I recommend that the working group be made up of the following individuals:

STATINTL

Assistant to the Acting Deputy Director  
of Central Intelligence (Chairman)

Information Review Officer

Assistant for Information, DDA

Freedom of Information Officer

Office of Assistant to DCI for Public  
Affairs

Office of Legislative Counsel

In addition, I recommend that a resource group be identified to assist the working group in this undertaking on an as required basis, and I believe it should be made up of the following individuals:

STATINTL

Executive Officer, OGC

Director DDS&T Representative, Review and  
Declassification Staff

Inspector, OIG

Executive Officer, ODP

Chief, Information Systems and Analysis Staff

Information and Privacy Staff

5. As stated earlier, I feel that we should move rapidly with this undertaking and therefore recommend that you approve the establishment of the working group with goals and membership as outlined above.

STATINTL

  
Michael J. Malanick

APPROVED ( )

DISAPPROVED ( )

See Mr Blake's memo of 14 Nov 77 (77-4487/3)  
John F. Blake  
Acting Deputy Director for Central Intelligence



*Page: 101*

ODP 8-776a  
1 May 1978

MEMORANDUM FOR: Information Processing Staff, DDA

ATTENTION :

[REDACTED]

STATINTL

FROM :

ODP/FIO

SUBJECT :

[REDACTED]

STATINTL

ODP and Office of Logistics have agreed that OL is the appropriate Action Office for subject request. Therefore, we will treat our copy as an information copy.

STATINTL

[REDACTED]

Distribution:

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STATINTL

O/D/ODP/

[REDACTED]

**Next 2 Page(s) In Document Exempt**